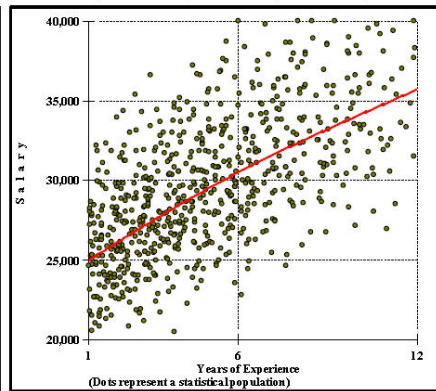


ERI's 2013 Human Resources Salary Survey provides market-based pay data for 69 benchmark jobs in this 125+ page publication. Input was received from organizations located in multiple states and the District of Columbia. The effective date of the data is March 31, 2013.

Two pages of information are reported for each benchmark position, including job descriptions, Selected Characteristics of the Occupation (SCOs), total annual direct compensation, incentive/variable pay, survey means, medians and percentiles, and graphs with data points. The survey contains three different sections of data: 1) public data, 2) ERI Assessor databases, and 3) data provided by participants. Please see the example format below:

Categories	No. of Incumbents	Mean	First Decile	First Quartile	Median	Third Quartile	Ninth Decile	Rate of Error
Public Databases								
Annual Salary		\$26,404	\$19,014	\$21,622	\$25,970	\$33,302	\$37,702	
Incentive/Variable Pay								
Total Direct Annual Compensation		\$26,404	\$19,014	\$21,622	\$25,970	\$33,302	\$37,702	0.2
ERI Assessor Databases								
Annual Salary		\$30,513	\$26,074	\$27,900	\$29,970	\$32,661	\$35,035	
Incentive/Variable Pay		\$356	\$306	\$328	\$352	\$384	\$411	
Total Direct Annual Compensation		\$30,869	\$26,380	\$28,228	\$30,322	\$33,045	\$35,446	
Survey Participants' Databases								
Annual Salary		\$37,079	\$18,032	\$28,167	\$38,704	\$41,404	\$44,000	
Incentive/Variable Pay		\$1,955	\$500	\$969	\$1,456	\$3,262	\$5,000	
Total Direct Annual Compensation	227	\$39,034	\$18,532	\$29,136	\$40,160	\$44,666	\$49,000	1.1

Position Description
 Greets and receives callers or visitors at establishment, and determines nature of business. Asks for caller's or visitor's name, arranges for appointment with or notifies person called upon on caller's arrival, guides caller to destination, and records name, time of call, nature of business, and person called upon. May issue visitor's pass when required. May type memos, correspondence, reports, and other documents. May operate PBX telephone console to receive incoming messages. May make future appointments and answer inquiries. May perform variety of clerical duties and other duties pertinent to type of establishment. May collect and distribute mail and messages. May work in office of medical practitioner or in other health care facility and be designated accordingly. eDOT: 237.367-038



Selected Characteristics of Occupation (SCOs) from ERI's Occupational Assessor

eDOT SCOs*	Mental & Stress Demands	Physical Demands	Far Acuity	N
eDOT code 237.367-038	<u>Understanding & Memory</u>	Strength	Depth Perception	N
Occupational Code 237	Memory	Occasionally Lift/Carry	Accommodation	O
Specific Vocational Preparation (SVP) 4	Short Instruction Memory	Frequently Lift/Carry	Color Vision	N
Education Level 5	Detailed Instruction Memory	Push/Pull	Field of Vision	O
<u>Worker Functions</u>	<u>Sustained Concentration & Persistence</u>	Walking	<u>Environmental Conditions</u>	
Data 3	Short Instruction	Sitting	Exposure to Weather	N
People 6	Detailed Instruction	Standing	Extreme Cold	N
Things 7	Concentration & Attention	Sit/Stand Option	Extreme Heat	N
<u>Literacy Demands</u>	Work Schedule	Climbing	Wet and/or Humid	N
Mathematics Level 2	Work Routine	Balancing	Noise Intensity Level	2
Language Level 3	Work Distractions	Stooping	Vibration	N
Reasoning Level 3	Work Decisions	Kneeling	Atmospheric Conditions	N
<u>Aptitudes</u>	Work Completion	Crouching	Proximity to Moving Parts	N
General Learning Ability 3	<u>Social Interaction</u>	Crawling	Exposure to Electrical Shock	N
Verbal Aptitude 3	Public Interaction	Reaching	Working in High Places	N
Numeric Aptitude 2	Assignment/Assistance	Reaching Upward	Exposure to Radiation	N
Spatial Aptitude 2	Work Review	Reaching Downward	Working With Explosives	N
Form Perception 2	Peer Interaction	Handling	Exposure to Toxic Chemicals	N
Clerical Perception 3	Work Behavior	Fingering	Exposure to Biohazards	N
Motor Coordination 2	<u>Adaptation</u>	Feeling	Other Environmental Conditions	N
Finger Dexterity 3	Adaptation to Change	Keyboard Use	<u>Additional Measures</u>	
Manual Dexterity 2	Hazard Awareness	Talking	Creativity	O
Eye-Hand-Foot Coord. 2	Travel	Hearing	Administrative Activity	O
Color Discrimination 1	Independent Planning	Tasting/Smelling	Discretion/Independent Judgment	F
		Near Acuity		

* For an explanation of eDOT SCO values, please see the definitions on page 265.

Trended EEO-1 Demographic Estimates

Specific Census data can be obtained by subscribing to ERI's Geographic Assessor

Trend to Month/Year:	Codes:		
eDOT Title: Receptionist	eDOT Code:	237.367-038	
OES Area: US - National	OES Code:	193000700000	
SOC Job Family: Receptionists and Information Clerks	SOC Code:	434171	
	Native Hawaiian or Other Pacific Islander	Asian	Hispanic or Latino
Total	Black or African American	White	Alaska Native
Male 7.3%	4.8%	0.9%	0.0%
Female 92.7%	68.2%	9.6%	0.1%
Totals 100.0%	72.9%	10.5%	0.1%

Sample Information

Benchmark Title	Mean Total Compensation
Chief Human Resources Officer	\$253,585
Job Analyst	\$67,144
Human Resources Scheduler	\$42,716

Information is from ERI Assessor databases as of March 31, 2013.

Benchmark Job List

<p>Affirmative Action Specialist</p> <p>Benefits Analyst</p> <p>Benefits Clerk</p> <p>Benefits Director</p> <p>Benefits Manager</p> <p>Benefits Specialist</p> <p>Benefits Supervisor</p> <p>Chief Human Resources Officer</p> <p>Compensation & Benefits Director</p> <p>Compensation & Benefits Manager</p> <p>Compensation & Benefits Supervisor</p> <p>Compensation Analyst</p> <p>Compensation Director</p> <p>Compensation Manager</p> <p>Compensation Supervisor</p> <p>EEO Director</p> <p>EEO Manager</p> <p>EEO Supervisor</p> <p>Employee Communications Manager</p> <p>Employee Relations Manager</p> <p>Employee Relations Specialist</p> <p>Employee Relations Supervisor</p> <p>Employee Services Director</p> <p>Employee Services Manager</p> <p>Employee Services Supervisor</p> <p>Employee Training Director</p> <p>Employee Training Manager</p> <p>Employee Training Specialist</p> <p>Employee Training Supervisor</p> <p>Employment Clerk</p> <p>Employment Director</p> <p>Employment Interviewer</p> <p>Employment Manager</p> <p>Employment Supervisor</p> <p>HRIS Analyst</p>	<p>HRIS Manager</p> <p>HRIS Supervisor</p> <p>Human Resources Advisor</p> <p>Human Resources Analyst</p> <p>Human Resources Clerk</p> <p>Human Resources Director</p> <p>Human Resources Manager</p> <p>Human Resources Plant Manager</p> <p>Human Resources Plant Supervisor</p> <p>Human Resources Scheduler</p> <p>Human Resources Supervisor</p> <p>Human Resources Technician</p> <p>Job Analyst</p> <p>Job Development Specialist</p> <p>Labor Relations Director</p> <p>Labor Relations Manager</p> <p>Labor Relations Specialist</p> <p>Labor Relations Supervisor</p> <p>Legal Recruiter</p> <p>Management Development Director</p> <p>Management Development Manager</p> <p>Management Development Supervisor</p> <p>Nurse Recruiter</p> <p>Occupational Analyst</p> <p>Plant Personnel Director</p> <p>Recruiter Professional</p> <p>Relocation Agent</p> <p>Technical Recruiter</p> <p>Technical Training Coordinator</p> <p>Technical Training Instructor</p> <p>Top Labor Relations Officer</p> <p>Wellness Program Administrator</p> <p>Workers' Compensation Administrator</p> <p>Workers' Compensation Manager</p>
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